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Confidential

9 March 1971

Memorandum for: Executive Officer for the DDA

Subject : Reporting Requirements to the DDA

In the recent reports received by the Office on the Report Inventory it is apparent that most Offices of the Agency have failed to provide semi-annual type of information. Reports having to do with strengths vs. ceilings and those dealing with significant events. These are just two of the type reports noted.

For example, the Office of Communications forwarded a weekly report of significant events to the Office of the DDA (OC-043) which they estimate costs $6,732.48 annually. The Office of Security (OS-069) report provided insignificant statistics on a weekly basis estimated to cost $13,673.04 annually.

It is suggested that the Office of the DDA review the category of reports required

Office of Security — Projected Goal # 8,000

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Report No.	Report Title	Category	Frequency	Report Costs Taken		Reported Savings
05-039	Annual Report to DDS	6	Annual	$ 3,680.52	*	
062	Weekly & Interim Reporting of Significant Activities	7	Weekly	15,673.04	"	
069	Significant Accomplishment	6	Annually	3,358.47	"	
	Total Reports Costs			$ 22,712.03 ✓		

* Note: The above reports are a requirement levied by the DDS. Perhaps they could be reviewed to determine if there is a continuing need for their maintenance.

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